

**BY ORDER OF THE COMMANDER  
HOLLOMAN AIR FORCE BASE**

**AIR FORCE INSTRUCTION 11-202,  
VOLUME 2**



**HOLLOMAN AIR FORCE BASE  
Supplement**

**15 JUNE 2016**

**Flying Operations**

**AIRCREW  
STANDARDIZATION/EVALUATION  
PROGRAM**

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OPR: 49 OG/OGV

Certified by: 49 OG/CC  
(Col Ryan C. Sherwood)

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This supplement implements and extends the guidance of the Air Force Instruction (AFI) 11202V2, *Aircrew Standardization/Evaluation Program*, 13 September 2010 and ACC Supplement, 30 June 2011. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, U.S.C., Section 8013. System of Records Notice F033 AFB, Privacy Act Request File, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See **Attachment 1** for a Glossary of References and Supporting Information. Contact supporting records managers as required. Submit suggested improvements to this instruction on AF Form 847, *Recommendation for Change of Publication*, through Stan/Eval channels, to 49th Operations Group Standardization/Evaluation (49 OG/OGV), 700 Delaware Avenue, Holloman AFB, NM 88330-8014.

### ***SUMMARY OF CHANGES***

This publication has been significantly revised. The entire publication must be completely reviewed. Major changes reflect changes in locally assigned aircraft, clarification of Launch and Recovery evaluations for RPAs and the removal of unnecessary attachments: Table 9.4 – **(Added)** Holloman MDS Table; **ATTACHMENT 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION, ATTACHMENT 11—(Added) AF FORM 8 REVIEWING AND APPROVING OFFICER TABLE.**

1.3.3. **(Added)** Unless otherwise specified, the waiver authority for this supplement is the 49th Operations Group Commander (49 OG/CC).

2.5.1.1. **(Added)** 49 OG/OGV will complete the self-inspection checklist located at the HQ ACC Flight Standardization Branch (ACC/A3TV) website annually. HHQ SAVs fulfill this annual requirement. All reports/results will be documented in subsequent Standardization/Evaluation Board (SEB) Minutes.

3.2.2.5. **(Added)** A trend is defined as a recurring deficiency requiring corrective action. A trend occurs when: 1) an exam question is answered incorrectly  $\geq 20\%$  of the time with a sample size of 5 for template generated question tests or 20 for fixed question tests; 2) an evaluation area/subarea is downgraded during  $\geq 15\%$  of administered evaluations. The 49 OG/CC is the final authority for trend designation.

3.2.2.5.4. **(Added)** Corrective actions may include, but are not limited to: tailored periodic testing, Flight Examiner (FE) training emphasis, squadron Special Interest Items (SIIs), and/or bulletin board slides with appropriate information. Corrective action effectiveness will be verified with control measures. Control measures may include, but are not limited to: supplementary/SPOT/no-notice evaluations, testing, and/or tape reviews.

3.2.2.6.1. **(Added)** Supplemental Evaluations (Sup Eval) will be conducted as necessary with OG/CC approval. 49 OG/OGV will provide the evaluation criteria checklist and a minimum of two week notification to the SQ/CC, SQ/DO and SQ Standardization/Evaluation (CCV). Sup Eval results will be sent to the OG/CC, SQ/CC, program OPR, and will be reported in the SEB. An OPR will be assigned to correct any adverse findings. See paragraph **9.4.1.** for further details.

3.2.2.7.1. **(Added)** 49 OG/OGV will provide products for CCVs to report data for the SEB. The SEB will convene semi-annually and be chaired by the OG/CC. OGV will distribute SEB minutes via PEX to all FEs.

3.2.2.7.2. **(Added)** In addition to the OG, SQ/CCs, FEs/ADFES, members from the 16th Training Squadron (16 TRS), Air Traffic Control (49 OSS/OSAT), and Weapons and Tactics (49 OSS/OSK) should attend.

3.2.2.9.1. **(Added)** 49 OG/OGV will ensure changes and/or supplements to flight manuals and operational regulations/manuals are analyzed to determine if changes to existing operating procedures are necessary. To ensure coordinated release of all changes/supplements, 49 OG/OGV will issue an FCIF indicating newly released publications, changes, or supplements to be posted in Vol I, Part B of the FCIF library. No flight publications or changes will be released to aircrews until 49 OG/OGV issues the releasing FCIF. CCV will be responsible for pick-up of

publications/supplements at 49 OG/OGV and distribution within the squadron to all aircrew members.

3.2.2.9.2. **(Added)** 49 OG/OGV will maintain a TODO account and adequate supplies for T.O. distribution to 49 OG flying units and personnel. CCVs will ensure the 49 OG/OGV TODO is aware of T.O. requirements for the squadron Master Publications Library, briefing rooms, and individual issue.

3.2.2.9.3. **(Added)** Each squadron is responsible for distribution of flight manuals and will ensure assigned aircrews receive required publications and T.O.s in a timely manner and/or access to 49 OG/OGV SharePoint for electronic publications. All aircrew are required to be a member of the 49 OG/OGV SharePoint site for access to all electronically maintained publications.

3.2.2.9.4. **(Added)** Aircrews are responsible for the currency of all issued publications.

3.2.2.9.5. **(Added)** Squadron CCV shops will accomplish required T.O. annual reviews for all hardcopy publications. Monthly, 49 OG/OGV will ensure all electronic publications maintained on the Share Point site are current by checking them against e-Publishing. At the beginning of each month 49 OG/OGV will release a new FCIF Index and Master Publications Index (MPI).

3.2.2.10.1. **(Added)** AF Form 847 and directions are on the 49 OG/OGV SharePoint site.

3.2.2.10.2. **(Added)** Originators will thoroughly research proposed change and submit an electronic AF Form 847 to CCV. Civilian contract instructors will submit electronic AF Form 847 to their respective CCV personnel for the squadron under which they are assigned to fly. CCV personnel will thoroughly research the proposed change and submit vetted electronic AF Forms 847 to OGV.

3.2.2.10.3. **(Added)** 49 OG/OGV Responsibilities include:

3.2.2.10.3.1. **(Added)** Assign the AF Form 847 a control number, research and recommend concur/do not concur action, and forward to appropriate agency.

3.2.2.10.3.2. **(Added)** Maintain an AF Form 847 control log on SharePoint IAW the Air Force Flight Manuals Program Instruction.

3.2.2.10.3.3. **(Added)** Emergency 847s will be routed directly to 49 OG/OGV and then forwarded to MAJCOM for coordination.

3.2.2.11. **(Added)** 49 OSS will provide annual Military Training Route (MTR) and air refueling (AR) review data to 49 OG/OGV for inclusion in the SEB minutes.

3.2.2.14. **(Added)** No-Notice evaluations will be given as directed by OG/CC or SQ/CC/DO.

3.2.2.14.1. **(Added)** 49 OG/OGV will notify the SQ/CC or SQ/DO prior to all 49 OG/OGV given no-notice evaluations.

3.3.2.1.1. **(Added)** Squadron CCV shops are responsible for notifying individuals who enter their respective evaluation period. Squadron CCVs should notify the member within the first month of eligibility using a 49 OGV approved method.

3.3.2.1.2. **(Added)** Provide inputs to squadron DOs, flight commanders (Flt/CC) and scheduling sections (DOS) to ensure requisite events and flight evaluation completion. Under normal circumstances, requisite events should be completed no later than (NLT) the end of the

fourth month of eligibility and flight evaluations are encouraged to be completed NLT the end of the fifth month of eligibility. Final responsibility for requisite completion and flight evaluations rests with each individual aircrew member.

3.3.2.1.3. **(Added)** Use PEX to track and document completion of requisites, flight evaluations and emergency procedures evaluations (EPE).

3.3.2.5.1. **(Added)** CCV responsibilities will be to ensure the AF Form 847 located on the 49 OG/OGV SharePoint site is filled out correctly and forwarded to 49 OG/OGV.

3.3.3.3.1. **(Added)** The OG/CC authorizes and the squadron annotates the designation of additional duty flight examiners on the squadron certification letter (Letter of Xs).

3.3.3.3.2. **(Added)** Additional duty flight examiners do not count against the ratio set in Table 3.2.

4.2.3.5. **(Added)** Working with CCV, DOT will administer the training program for FE upgrades using a standardized 49 OGV approved FE Certification Checklist. The OG/CC certifies the new FE upon completion of training.

4.2.3.6. **(Added)** An FE candidate with previous FE experience may be upgraded with a modified program as requested by the SQ/CC or 49 OG/OGV, coordinated through 49 OG/OGV, and approved by the OG/CC. This program will be documented on the FE's Certification Checklist.

4.2.3.7. **(Added)** The FE test will be open book.

4.2.3.8. **(Added)** A 49 OG/OGV FE or SQ/CC designated FE will administer an FE objectivity evaluation on the initial evaluation given by the upgraded FE unless an amended training plan was coordinated by the SQ/CC and approved by the OG/CC.

4.2.3.9. **(Added)** The completed FE Certification Checklist with OG certification will be maintained in the individual's training folder/gradebook.

4.3.7. **(Added)** In addition to verbally notifying supervision, FEs will notify the Squadron CC, DO, CCV, TOP 3, DOT, DOS, 49 OG/OGV, and Squadron Aviation Resource Management (SARM) personnel using the 49 OGV approved Supervised Status Memo.

4.3.8. **(Added)** FTU FEs/ADFES will not administer evaluations to students for whom they were a primary instructor on a CAP letter or to students for whom they instructed the syllabus flight or simulator immediately preceding the flight evaluation or EPE.

4.3.9. **(Added)** Normally, FEs will evaluate one individual per sortie. 49 OG/CC approval is required for an FE to conduct simultaneous evaluations on multiple individuals.

4.4.2. **(Added)** With 49 OG/CC approval, senior upgrading FEs may utilize an upgrade program tailored to their experience/previous qualification level. This program will be documented in the FE's Certification Checklist.

5.2.3.2.3. **(Added)** Local MSN evaluations will use 49 OG/OGV approved profiles/scenarios located in the 49 OG/OGV FE Guide to the max extent possible to ensure standardization. Refer to AFI 11-2MDSV2 for mission specific requirements.

5.2.5.3.1. **(Added)** RPA aircrews who have completed Launch and Recovery (LR) training will have a SPOT evaluation to remove the Form 8 restriction restricting the performance of launch

and recovery procedures. This evaluation will be designated as SPOT on the AF Form 8. However, if the LR evaluation is combined with another evaluation (INSTM/QUAL/MSN), do not document as a SPOT. In these cases, complete the Form 8 as you would for the INSTM/QUAL/MSN evaluation; the lack of a restriction and the listing of LR events in the mission description will demonstrate the individual's ability to perform LR procedures. If the evaluation is conducted on a separate day list it on a separate line. For SPOT evaluations not combined with another evaluation, list the examinee's highest crew position (in accordance with paragraph 7.3.4.3.3). (**Note:** the Form 8 crew position will not reflect the crew member's status as LRIP, it will only reflect the items accomplished on that evaluation. LRIP is a certification only and is, therefore, documented only on the Sq Letter of Xs). Do not issue an expiration date for the SPOT evaluation. As long as LR currency is maintained, all LR requirements demonstrated on the SPOT evaluation will be re-accomplished during the next QUAL evaluation window.

5.2.6.3.1. (**Added**) No-notice evaluations can be used by the SQ/CC to check the progress of aircrew members with a previous Q2/3 evaluation, to see whether someone is ready for an upgrade, or provide an assessment of an individual.

5.2.6.3.2. (**Added**) Individuals will be notified of a no-notice evaluation no more than 4 hours prior to scheduled brief time, or no sooner than 4 hours prior to start of required crew rest the day prior to a first-go mission. In no case will notification occur after the scheduled brief time.

5.3.2.2.2. (**Added**) If additional training is required, notify the Squadron CC, DO, CCV, TOP 3, DOT, DOS, 49 OG/OGV, and SARM personnel using the 49 OGV approved Supervised Status Memo.

5.5.1.2.2. (**Added**) The EPE should utilize a Predator Mission Aircrew Training System (PMATS). Oral evaluation/Table top of the entire EPE will be a last resort. Written CAPs will be accomplished prior to the EPE in the presence of the FE and graded immediately.

5.5.3.6. (**Added**) Evaluation and requisite completion will be tracked by CCV primarily in PEX.

5.7.3. (**Added**) To place individuals on supervised status, fill out the applicable items on the 49 OGV approved Supervised Status Memo and forward to the Squadron CC, DO, CCV, TOP 3, DOT, DOS, 49 OG/OGV, and SARM personnel.

5.7.3.1. (**Added**) The FE will document the specifics of required additional training on the 49 OGV approved Supervised Status Memo. Training accomplishment will be monitored by CCV. The certifying official will sign the AF Form 8 upon completion of additional training. Any instructor completing the training may serve as the certifying official.

6.3.1. (**Added**) Requisite examination testing will be managed by squadron CCV offices and will normally be accomplished in Squadron CCV examination testing facilities utilizing PEX testing, or, on a case-by-case basis, by 49 OG/OGV personnel. Each Squadron will ensure their examination testing facility complies with paragraph 3.2.1.4. and 3.2.1.4 (ACC).

6.3.2.1. (**Added**) Requisite examination testing will normally be accomplished using PEX. If PEX is not available, hard copy examination materials may be used. Hardcopy examinations will be scored immediately and entered into PEX as soon as possible.

6.4.1.4. (**Added**) Open book exams will consist of 25 questions.

6.4.1.5. **(Added)** The FE exam will be open book consisting of 25 questions randomly generated from the FE QDB.

6.4.2.1.3. **(Added)** Closed Book exams will consist of 30 questions, with 27 questions taken from the MDS and crew specific MQF and 3 questions from the applicable 49 WG local MQF.

6.4.4. **(Added) Exam Question Review.** 49 OG/OGV will review all exams annually and track via PEX.

6.8.4. **(Added)** Personnel proctoring requisite examinations will ensure examinations are graded immediately upon completion. Written Boldface/CAPs will be accomplished prior to the EPE in the presence of the FE and graded immediately.

6.8.5. **(Added)** If an individual fails a requisite exam or Boldface/CAPs the FE/proctor will fill out the applicable items on the 49 OGV approved Supervised Status Memo and forward it to the Squadron CC, DO, CCV, TOP 3, DOT, DOS, 49 OG/OGV and SARM personnel. Both the failed test score and the passing test score will be entered on the individual's Temporary AF Form 8 and AF Form 8 in PEX.

6.10.1. **(Added)** Periodic exams will be created by 49 OG/OGV, will consist of a minimum of 25 questions, and will be administered in January and July. Periodic testing is a Go/No-Go event for all 49 WG aircrew members. All aircrew on the squadron Letter of Xs are required to complete periodic testing no later than the last duty day of January and July, respectively. If unable to complete, aircrew member will not perform flying duties until the test is completed. TDY aircrews may continue flying until returning to Holloman AFB. New aircrew who arrive between testing periods will take the next scheduled test.

6.10.2. **(Added)** Periodic exam minimum passing score is 85%, corrected to 100%. If the periodic exam is administered via PEX the corrected to 100% requirement is satisfied by aircrew review of missed questions. Failed tests must be re-administered within 30 calendar days. Aircrew who fail a periodic exam will not fly until a successful re-test is accomplished. If proctoring is required, the semi-annual test will be proctored by Squadron SELOs or, on a case-by-case basis, by 49 OG/OGV personnel. FTU students will not be required to take periodic exams.

**7.2. (Added)** All 49 WG flying units will create and maintain a Squadron Personnel Certification Document (i.e. Letter of Xs).

7.3.1.4. **(Added)** See paragraph **7.3.7.6** for 49 OG required and recommended additional reviewers.

7.3.4.3.3.1. **(Added)** On RPA SPOT evaluations enter the highest overall qualification level reflecting the intention of the evaluation in accordance with paragraph **5.2.5.3.1** and **7.3.4.3.3**.

7.3.7.6. **(Added) Additional Reviews.** 49 OG/OGV will review all AF Forms 8 prior to them being routed for signatures. 49 OG/CC is a recommended additional review for all AF Forms 8 with an overall grade of Exceptionally Qualified (EQ) or Q3. These reviews will be documented with the reviewer's initials in block IV under ADDITIONAL REVIEWS.

7.3.8.6.1. **(Added)** CCV offices will complete temporary evaluation documentation using PEX.

7.6.7. **(Added) Unit Supplement.** AF Form 4348 is not used. Certifications will be logged on the squadron Letter of Xs.

7.8.3.1.2. **(Added)** Reviews and minor discrepancies will be logged in and printed from PEX. Hard copies will be placed under AF Forms 942. If previous hardcopy versions were used, scan them into PEX for record.

7.8.5. **(Added) Review of FEF.** Initial Reviews will be logged on the Minor Discrepancy Log (MDL) in PEX; no 942 entry is required. Any minor discrepancies will be logged on the MDL in PEX during the Initial Review and subsequent periodic reviews. Continue to maintain previous MDL documentation and the AF Form 942 in the hard copy FEFs. Enter all previous MDLs into PEX as scanned documents to be maintained in the soft copy FEF in PEX. For all future additions to the MDL, print the updated MDL from PEX and place a copy of the new MDL on top of previous versions.

7.8.5.1.2. **(Added)** Following the initial review, place a sheet on top of the most current AF Form 8 produced from another OG stating the following: The 49 OG was not the OPR for the AF Forms 8 located behind this insert.

7.8.5.2.4. **(Added)** The Posting Review will be documented on the MDL in PEX; no 942 entry is required. Print the updated MDL from PEX and place a copy of the new MDL on top of previous versions.

7.8.5.3.3. **(Added)** Periodic Reviews will be accomplished during the QUAL evaluation phase and logged as Periodic Review on the MDL in PEX; no 942 entry is required. Print the updated MDL from PEX and place a copy of the new MDL on top of previous versions.

7.8.6.1.3. **(Added)** Major Discrepancies will be documented using the MFR produced in PEX. Complete the major discrepancy in PEX and place the completed MFR in front of the appropriate AF Form 8 in Section II. All major discrepancy MFRs must be signed by the flying Squadron CC or Chief of CCV. The MFR will contain details of what caused the discrepancy.

7.8.6.2.1. **(Added)** Minor discrepancies will be documented on the MDL in PEX, printed, and placed under the AF Form 942 in Section I. Annotate the reason for the discrepancy if known, any corrective action, and/or the correct information on the log. Only use for items found on AF Forms created under the 49 OG.

9.1.1. **(Added)** 49 OG/OGV is the OPR for the FCIF program. CCVs will serve as the squadron FCIF/Publications monitor and will ensure squadron compliance. 49 OG/OGV will check for publications updates monthly. Changes will be posted in either hardcopy or electronic format, as applicable. Online publications will be backed up by hardcopy, DVD, or external hard-drive. All required FCIFs and publications will be made available on the 49 OG/OGV SharePoint site.

9.1.1.1. **(Added)** Prior to a deployment/contingency operation, each squadron will create a deployment/contingency operation FCIF library (hardcopy format or electronic).

9.1.3.4. **(Added)** Volume I of the library will be maintained on SharePoint, loaded into PEX for distribution, and backed up on DVD, an external hard-drive or laptop at 49 OG/OGV and each flying squadron.

9.1.4. **(Added) Current Read File.** CCVs will ensure transmittal of Volume I Parts B & C FCIF items to deployed and training locations.

9.1.4.1.1. **(Added)** 49 OG/OGV will update and distribute an index for FCIF Volume I, Part A, listing all current publication numbers, titles, dates, changes and supplements required in Volumes I through IV. Volume V is reserved for unit safety officer use.

9.1.4.2.1. **(Added)** 49 OG/OGV will update and distribute an index for FCIF Volume I, Part B with each issue of a new FCIF. FCIFs are prepared by 49 OG/OGV, approved by 49 OG/CC, and distributed via PEX.

9.1.4.2.1.3. **(Added)** 49 OG/OGV will review all current FCIFs in Volume I, Part B quarterly.

9.1.5. **(Added) Publications Library.** FCIF Volume I, Parts B & C items will be made available to all agencies by two methods: PEX and 49 OG/OGV SharePoint. Furthermore, changes will be emailed to squadron CCVs and SARM prior to release as applicable. Once an FCIF is released, 49 OG/OGV will post it in PEX marked as Go/No-Go for all affected squadrons.

**9.3. (Added) Go/No-Go Procedures.** The Go/No-Go program is based on a positive release system with a series of checks. Aircrew, operations supervisors, and SARM personnel share responsibility to ensure a “Go” status prior to releasing aircrew members for a sortie. The Go/No-Go requirement applies to aircrews stepping with the intent to pre-flight, taxi, generate, or fly an aircraft. Individual aircrew members will check their FCIFs and flight currency status in the appropriate system of record (PEX, SARM currency print out or browser, etc.) and ensure they are current and qualified for all mission/tasks prior to signing the flight authorization. Before reporting Go/No-go status to PIC and/or operations supervisor, SARM personnel will perform two redundant checks by different individuals verifying that each aircrew is current in all categories of the Go/No-Go program. Operations supervisors will verify with SARM and PIC that all individuals are “Go” status, check Risk Management, and verify flight authorization matches schedule before releasing an aircrew to step. Individual aircrew members are ultimately responsible for all personal requirements.

9.3.1.5.2. **(Added)** If an aircrew member has not flown for 90 days SARM personnel will notify the Top 3. The Top 3 will ensure the aircrew member accomplishes a complete FCIF review prior to flight. This is a Go/No-Go item.

9.3.1.6.1. **(Added)** Prior to each flight briefing all aircrew members will use PEX to ensure verification and acknowledgement of Go/No-Go related items. Required items that have been accomplished but not entered into PEX will be documented on AF Form 1522, *ARMS Additional Training Accomplishment Report*, TAR sheets, or in the remarks section of the flight authorization prior to releasing aircrews for scheduled missions. All Go/No-Go items not tracked in PEX will be documented using suitable alternates (e.g. Oracle Discover Browser, AF Forms 1522, AF Forms 4327, *ARMS Flight Authorization (FA)*, etc.). SARM personnel will print and/or save a weekly ARMS report listing the current status of all assigned and attached aircrew members’ Go/No-Go items. This report will contain sufficient information to provide backup Go/No-Go information should information system connectivity difficulties be experienced. If the backup system is required, aircrews will check the most recent backup file provided by SARM personnel and ensure all required items are green. If a new item has appeared since the last backup, aircrew will initial beside the appropriate block and annotate the number of the new item, i.e. “up to and including FCIF XX-XXX.” SARM personnel will ensure items not included on the backup products are tracked and documented (e.g. AF Form 1042s going on/off DNIF, ARMS products for currency items, etc.).

9.3.1.7. **(Added)** See paragraph **9.3 (Added)**.

9.3.1.8. **(Added)** SARM personnel will verify the Go/No-Go of aircrews who are not assigned to the squadron. Visiting aircrews not assigned to the 49 OG for flying purposes will accomplish, at a minimum, all items on the 49 OGV approved Visiting Aircrew Checklist prior to flight. CCV personnel will be responsible for verifying completion of the Visiting Aircrew Checklist prior to flight.

9.4.1. **(Added) Purpose.** The 49 OG Supplementary Evaluation goal is for OGV to accomplish OG/CC directed Supplementary Evaluations at least twice per year. Additionally, SQ/CCs are encouraged to utilize Supplementary Evaluations to uncover trends, identify emphasis areas, recognize breaches in flight discipline, or to validate corrective actions taken to fix them. Furthermore, they can ensure compliance with new regulations or aircraft/software changes, identify whether an individual is ready for an upgrade, or to ensure the overall quality of the force. Commanders will determine evaluated areas. Stan/Eval will determine the method of evaluation and is responsible for data collection. See also paragraph **3.2.2.6.1 (Added)** for 49 OG/OGV Sup Eval information.

**Table 9.4. (Added) Holloman MDS Table.**

A	General Aviation
E	ALL HOLLOMAN AFB
U	ALL RPAs
P	MQ-1
R	MQ-9

ROBERT E. KIEBLER, Colonel, USAF  
Commander

**Attachment 1 (Added)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

**AFI 91-204**, *Safety Investigation and Reports*, 24 September 2008

***Adopted Forms***

**AF Forms 4327**, *ARMS Flight Authorization (FA)*, 24 October 2003

***Abbreviations and Acronyms***

**16 TRS**—16th Training Squadron

**49 OSS/OSAT**—Air Traffic Control

**49 OSS/OSK**—Weapons and Tactics

**ACC/A3TV**—HQ ACC Flight Standardization Branch

**ADFE**—Additional Duty Flight Examiner

**AFRIMS**—Air Force Records Information Management System

**AR**—Aerial refueling

**CAP**—Commander's Awareness Program

**CCV**—Squadron Stan/Eval

**CFT**—Cockpit Familiarization Trainer

**DO**—Director of Operations

**DOS**—Squadron Scheduling

**DOT**—Squadron Training

**EQ**—Exceptionally Qualified

**FA**—Flight Authorization

**FE**—Flight Examiner

**FMT**—Full Mission Trainer (Simulator)

**GCS**—Ground Control Station

**IFG**—In-flight Guide

**IRC**—Instrument Refresher Course

**Letter of Xs**—Squadron Certification Letter

**LR**—Launch and Recovery

**LRIP**—Launch and Recovery Instructor Pilot

**MDL**—Minor Discrepancy Log

**MFR**—Memorandum for Record

**MPI**—Master Publications Index

**NLT**—no later than

**PMATS**—Predator Mission Aircrew Training System

**QDB**—Question Database

**RDS**—Records Disposition Schedule

**RPA**—Remotely-piloted Aircraft

**SARM**—Squadron Aviation Resource Management

**SEB**—Standardization and Evaluation Board

**SII**—Special Interest Items

**Sup Eval**—Supplementary Evaluation

**Top 3**—Operations Supervisor

**WG**—Wing

## Attachment 11 (Added)

## AIR FORCE FORM 8 REVIEWING AND APPROVING OFFICER

TABLE 11.1. AIR FORCE FORM 8 REVIEWING AND APPROVING OFFICER.

ITEM #	Examinee	FE	Reviewing Officer	Approving Officer
A1	FTU Student	Any FE	Flt CC	SQ DO/SQ CC <sup>1</sup>
A2	FTU Student	SQ DO	Flt CC	SQ CC <sup>1</sup>
A3	FTU Student	SQ CC	Flt CC	SQ DO <sup>1</sup>
A4	Assigned, Attached <sup>2</sup> , OG/CC/CD/Supervisor, FG CC/CD, WG/CC/CV, MAJCOM, NAF	Any FE	SQ DO	SQ CC
A5	Assigned, Attached <sup>2</sup> , OG/CC/CD/Supervisor, FG CC/CD, WG/CC/CV.	SQ DO	SQ CC	OG CC
A6	Assigned, Attached <sup>2</sup> , OG/CC/CD/Supervisor, FG CC/CD.	SQ CC	SQ DO	OG CC
A7	SQ DO	OGV FE or Above	SQ CC	OG CC
A8	SQ DO	SQ CC	OG CD	OG CC
A9	SQ CC	OGV or OG CD	SQ DO	OG CC
A10	SQ CC	OG CC	SQ DO	OG CD
A11	SQ FE	Supervisor, OGV or Above	SQ DO	SQ CC
A12	SQ FE	SQ DO	SQ CC	OG CC
A13	SQ FE	SQ CC	SQ DO	OG CC
A14	OGV FE	Supervisor, NAF or MAJCOM	SQ DO	Fly SQ CC

**Notes:**

1. Flying SQ/CC or SQ/DO authorized as final approving officer for all formal course students regardless of their squadron assignment, TDY, or PCS status. Upgrading FTU instructor aircrews are considered assigned/attached aircrew.
2. For all attached evaluations, the flying squadron DO and CC will be used.

**Note:** If manning does not allow the ability to execute IAW the table above, OGV will designate appropriate evaluation hierarchy with OG/CC approval.

**Additional Remarks:**

1. 49 OG/OGV is a required additional review for 49 OG AF Forms 8.
2. 49 OG/CC is a required additional review for all Exceptionally Qualified (EQ) and Q-3 evals.
3. An FE will not act as the Reviewing or Approving Officer for an evaluation he/she administered.
4. For examinees not covered in the above table contact 49 OG/OGV for guidance.
5. Flight examiners will not conduct evaluations of supervisors in their chain of command except senior or HHQ officers/NCOs.



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 48TH WING (ACC)  
HOLLOMAN AIR FORCE BASE, NEW MEXICO

Date

MEMORANDUM FOR RECORD

SUBJECT: AF Form 8 Major Discrepancy for (Rank, Name)

1. A review of the FEF for (Rank Name) was accomplished on (Date). The following major discrepancies were noted on the AF Form 8 date (date):
  - a. (First Discrepancy)
  - b. (Second Discrepancy)
2. The discrepancy was due to a documentation error. (Rank, Name), the FE of record was contacted, and the omitted items in the mission description were evaluated. (Rank, Name) is still considered qualified.

FIRST M. LAST, Lt Col, USAF  
Commander, XXX Squadron

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